



EMPLOYMENT OPPORTUNITY

1. RPA #	3822 -DSA
ANALYST'S INITIALS	BM
DATE	09/12/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Architect (Plan Review)	POSITION NUMBER 716-143-3964-901	TENURE PERMANENT	TIME BASE Full Time	CBID R09
OFFICE OF Division of the State Architect	LOCATION OF POSITION (CITY or COUNTY) Oakland			MONTHLY SALARY \$5633 to \$6844
SEND APPLICATION TO: Division of the State Architect 1515 Clay Street, Suite 1201 Oakland, CA 94612 Attn: Tanya Valdes	REPORTING LOCATION OF POSITION 1515 Clay Street, Suite 1201			
	SHIFT AND WORKING HOURS DAYS - 8:00 am – 5:30 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (510) 622-3101			
PUBLIC PHONE NUMBER				
SUPERVISED BY AND CLASS TITLE Leroy Tam, Supervisor			FILE BY 09/26/06	

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

ESSENTIAL FUNCTIONS

Project Review, Research & Approval

In order to determine compliance with State standards for building accessibility according to the California Code of Regulations, Title 24, Part II and related regulations; upon acceptance of submittals by the Project Intake Specialist:

- Reviews construction documents prepared by project architects for compliance with the above mentioned regulations. (Construction documents include plans, drawings, blueprints, specifications, and product literature.)
- Identifies and marks construction document items needing correction using ink/pencil on project drawing and specification documents where proposed construction does not comply with the applicable codes and regulations in order to inform the project architect of noncompliance following division procedures.
- Researches codes, regulations, technical books, and product literature to verify that construction, associated building materials and methods related to accessibility are in compliance with the above mentioned regulations.

Back-Check and Approval

In order to verify that the previously identified noncompliance issues have been corrected and comply with applicable codes and regulations, upon receipt of the corrected documents:

- Performs "back check" reviews of construction documents by meeting with the project architect. Marks each correction originally noted in ink/pencil to denote that corrections have been made to comply with the CA Building Code prior to the construction phase of the project.

Records signature in the DSA stamp of approval on the project documents using ink pen to confirm for permanent record that the projects documents are in compliance with the CA Building Code following division procedures.

CLASS TITLE Associate Architect	POSITION NUMBER 716-143-3964-901	RPA NUMBER 3822-DSA	FILE BY 09/26/06
<p>Addenda, Change Orders, Revisions and Deferred Approvals Reviews addenda, change orders and deferred approvals submitted by project architect for previously approved projects in order to verify continued compliance with the applicable codes and regulations following DSA procedures.</p> <p>Training Participates in in-house training in order to learn new and programming advances that ensure buildings and facilities are accessible to and usable by persons with disabilities at the direction of the lead Senior Architect. Works to become thoroughly knowledgeable of laws and regulations related to accessibility by researching available federal, state and private information sources using resources such as the Internet following direction from lead staff and collaboration with colleagues.</p> <p>MARGINAL FUNCTIONS Participates in preliminary design meetings scheduled at the client's request in order to advise project architects, engineers, contractors and owners of public schools and essential services buildings of accessibility requirements in State regulations, provide methods to achieve required standards for accessibility and make recommendations to coordinate documents utilizing knowledge of building accessibility codes, regulations and DSA procedures.</p> <p>KNOWLEDGE AND ABILITIES Knowledge of: Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings; architectural and building materials; costs, codes, and construction methods; structural, electrical, and mechanical engineering as related to buildings; specifically the California Administrative and Building Codes of Title 24, the Americans with Disabilities Act, California Building Code, and other pertinent laws and regulations associated with Access Compliance.</p> <p>Ability to: Make and analyze comprehensive architectural designs; present information clearly and effectively in pictorial and written forms; analyze situations accurately, and adopt an effective course of action.</p> <p>DESIRABLE QUALIFICATIONS Special Personal Characteristics</p> <ul style="list-style-type: none"> • Willingness to accept increasing level of responsibility. <p>Additional Qualifications</p> <ul style="list-style-type: none"> • Intermediate personal computer skills including electronic mail, routine data base activity, word processing, spreadsheet, etc. • Plan review experience in a jurisdiction. • Experience in code enforcement. • In depth experience with code application and research. • Knowledge of the federal Americans with Disabilities Act and related regulations. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Ability to communicate and problem solve in a productive, rational, and non-emotional manner using language and tone of voice that promotes interpersonal relationships. • Ability to work independently and as an effective team member. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Ability to read, analyze and interpret technical procedures, governmental regulations. • Ability to write business correspondence. • Ability to effectively present information and respond to questions/inquiries from clients, other regulatory agencies and the general public. • Ability to exercise administrative judgment and assumes responsibilities for decisions, consequences, and results having an impact on people, costs, and/or quality of service. • Ability to effectively contribute to the division's goals and objectives. • Appropriate dress for professional office environment. <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment</p>			